



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Payable Administration**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**

**B.6.3.3**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Notice of disbursement to be paid
<b>1.2 Process Overview</b>	The Payable Administration process administers payables from a beneficiary account to a 3 <sup>rd</sup> party or another beneficiary. The administrative process begins with receipt of a notice requesting disbursement to a 3 <sup>rd</sup> party, which is detailed in the tracking system. Notification may come from the beneficiary, external entity or the Ownership process (probate). The notification must include beneficiary account and 3 <sup>rd</sup> party account information. The terms of the notice are reviewed with the beneficiary to verify the purpose of the payment, amount of the payment, type of payment and payment schedule. With the assistance and support of the Financial Operations process, the payable amount and schedule are established. The beneficiary is contacted if there are any questions. Prepared transaction notifications are automatically generated and sent to the beneficiary and 3 <sup>rd</sup> party.
<b>1.3 Stops With</b>	Established account payable and associated schedule

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Collect, disburse and account for funds associated with Indian trust assets quickly and accurately.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
<ul style="list-style-type: none"><li>Beneficiary may be consulted to verify purpose of the payment, amount of payment, type of payment and payment schedule and identify the appropriate account from which payment are to be made.</li><li>Beneficiary may request payable administration activities.</li></ul>



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Payable Administration**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**

**B.6.3.3**

**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BIA	Agency (Integrated Servicing Office)		Primary contact for performing account payable administration. Approve Social Services Plan.
OST	Agency (Integrated Servicing Office)		Primary contact for performing account payable administration.
Compacted / Contracted Tribes	Tribal / Consortium Office		Primary contact for performing account payable administration.
Tribes	Tribal Government Office		Provide account payable information for establishing the account payable.
OHA	Regional Office		Approve claims. Provide account payable information for establishing the account payable.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
External Entities	External entities, such as financial institutions, funeral homes, tribal credit, etc. may make a claim for payments to be made from the beneficiary's estate account.



U.S. Department of the Interior  
"To-Be" Trust Business Model  
Process Template

**Title: Payable Administration**

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

**Process Number**

**B.6.3.3**

- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Notification from beneficiary	Notification that payable administration activity needs to be performed as a result of a beneficiary's request.	
Notification from Internal / External Entity	Notification that payable administration activity needs to be performed as a result of financial obligation(s) to a 3 <sup>rd</sup> party from an estate account.	

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

**6.1 Inputs**

Input	Description
Payable administration notification	The notification needs to identify payee, amount to be paid, date payment is due, address, date of final payment, type of payment and account from which payment is to be made.

**6.2 Outputs**

Output	Description
Payable administration confirmation notice	The payable administration confirmation notice is automatically generated by the system and communicated to the 3 <sup>rd</sup> party and beneficiary.

**7. Fiduciary and Legal Obligations and Controls**

**7.1 Obligations**

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
Secretary's Trust Principles		Provides guidance on responsibility for the management of the Indian trust assets, information and records.



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Payable Administration**

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

**Process Number**

**B.6.3.3**

Obligation	Source	Business Impact
5 USC 552 (Privacy Act / Freedom of Information Act)		Provides protection of the beneficiary's identification and confidential personal information.
25 CFR 115 (Trust Funds for Tribes and Individual Indians Regulations)		Provides regulations governing beneficiary trust accounts.
25 CFR 1200 (American Indian Trust Fund Management Reform Act)		Establishes oversight on DOI Trust reform efforts and allows the Secretary to discharge trust responsibilities.
25 USC 4001		Provides authority for 25 CFR 1200.
Note: Reference the Fiduciary Obligations Plan.		

**7.2 Controls**

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
None		

**8. Mechanisms (Systems of Record)**

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Trust Integrated Data	Provides access to the beneficiary's personal information and account(s) and serves as a repository for the payable agreement.
Tracking System	Tracking data is annotated when the payable administration is complete.



U.S. Department of the Interior  
"To-Be" Trust Business Model  
Process Template

**Title: Payable Administration**

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

**Process Number**

**B.6.3.3**

**9. Inter-Process Relationships** Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

**9.1 Predecessors.** Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
B.1	Accept Inquiry / Request	B.1.1 Verify beneficiary Identity B.1.2 The inquiry/request is documented prior to providing counsel on asset options or providing beneficiary account administration activities. B.1.3 A 3 <sup>rd</sup> party's right to information must be verified prior to documenting the inquiry request.
O.3.1	Prepare Probate Case	Provide notice to set up account payable on behalf of the deceased.

**9.2 Successors.** Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
B.3	Communicate Information	Provide response to inquiry / request to the requestor.
FO.3.1	Create Funds Payable	Financial Operations uses the established account(s) for disbursement of funds.

**10. Comments** Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment
None	